



CAL/OSHA REPORTING REQUIREMENTS FOR SERIOUS INJURIES AND ILLNESSES

*Prepared by Chief Executive Office, Risk Management Branch
Loss Control and Prevention Section
320 West Temple Street, 7th Floor, Los Angeles, CA 90012
Call (213) 738-2269 for additional information.*

Section 342 of Title 8 of the California Code of Regulations requires that employers immediately report to Cal/OSHA any fatality or serious injury or illness of an employee occurring in a place of employment or in connection with any employment.

Effective January 1, 2020, changes were made to the methods employers can use to report work-related fatalities and serious injuries or illnesses along with the definition of what constitutes a serious injury or illness. The following is a summary of the updated reporting requirements:

Incidents requiring immediate reporting to Cal/OSHA:

- Fatal injury to an employee
- Serious injury or illness to an employee

A serious injury or illness is defined as:

- An amputation;
- Loss of an eye;
- Serious degree of permanent disfigurement; or
- Inpatient hospitalization (for any period of time) for other than medical observation or diagnostic testing.

Employers are not required to report an injury, illness or death caused by an accident on a public street or highway **unless** the accident occurred in a construction zone.

Immediate reporting means as soon as practically possible, but not longer than **8 hours** after the employer knows or with diligent inquiry would have known of the fatality or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. Failure to comply with the reporting requirements may result in a civil penalty of not less than \$5,000.

Reporting methods include:

- Telephone
- E-mail*

The information that needs to be provided to Cal/OSHA includes:

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title of person reporting the accident.
4. Address of accident or event site.
5. Name of person to contact at accident site.
6. Name and address of injured employee.
7. Nature of injury.
8. Location where injured employee was taken for medical treatment.
9. List and identity of any law enforcement agencies present at the accident site.
10. Description of accident and whether the accident scene or instrumentality has been altered.

For more information, please visit <https://www.dir.ca.gov/dosh/report-accident-or-injury.html>.

* E-mail may be used until Cal/OSHA establishes an online reporting mechanism.